

UNITED STATES PROBATION OFFICE

Middle District of North Carolina

P. O. BOX 3327

GREENSBORO, NC 27402

(PLEASE TYPE)



APPLICATION FOR CLERICAL/ADMINISTRATIVE/AUTOMATION POSITION

Name:				Date of Application:	
Address:					
	Street	City	State	Zip	
Home Phone:	()	Work Phone:	()	Cell Phone:	()

EDUCATION

High School	Name of High School:		
	Address:		
	Date Graduated:	Major Area of Study:	
College(s)	Name of College/University:		
	Address:		
	Dates of Attendance: From	To	G.P.A.
	Type of Degree Awarded:		
	Rank in Graduating Class:	Major:	Minor:
	Name of College/University:		
	Address:		
	Dates of Attendance: From	To	G.P.A.
	Type of Degree Awarded:		
	Rank in Graduating Class:	Major:	Minor:

SPECIALIZED TRAINING

DATES OF ATTENDANCE		NAME OF SCHOOL	COURSE CONTENT
From	To		

EMPLOYMENT HISTORY

(Will not be contacted unless you are interviewed)

Begin with most recent and provide history for past ten years, if applicable.

Employer:	_____	Phone No.:	_____ ()
Address:	_____		
Your Present Job Title:	_____	Supervisor's Name:	_____
Date Employment Began:	_____	Date Employment Ended:	_____
Beginning Salary:	_____	Present Salary:	_____
Reason you wish to Leave:	_____		
Briefly describe your duties:	_____		

Employer:	_____	Phone No.:	_____ ()
Address:	_____		
Your Previous Job Title:	_____	Supervisor's Name:	_____
Date Employment Began:	_____	Date Employment Ended:	_____
Beginning Salary:	_____	Ending Salary:	_____
Reason for Leaving:	_____		
Briefly describe your duties:	_____		

Employer:	_____	Phone No.:	_____ ()
Address:	_____		
Your Previous Job Title:	_____	Supervisor's Name:	_____
Date Employment Began:	_____	Date Employment Ended:	_____
Beginning Salary:	_____	Ending Salary:	_____
Reason for Leaving:	_____		
Briefly describe your duties:	_____		

Employer:	_____	Phone No.:	_____ ()
Address:	_____		
Your Previous Job Title:	_____	Supervisor's Name:	_____
Date Employment Began:	_____	Date Employment Ended:	_____
Beginning Salary:	_____	Ending Salary:	_____
Reason for Leaving:	_____		
Briefly describe your duties:	_____		

MILITARY			
(List Dates and Service Number of all active service.)			
From	To	Branch	Service Number
Type of Discharge:			
List specialized training received and work assignments while in service:			
SPECIAL QUALIFICATIONS AND SKILLS			
Typing Speed: _____ WPM			
Please list computer and/or office machines utilized, including software proficiency skill levels (i.e. words per minute), etc.			
PERSONAL ACHIEVEMENTS AND AWARDS			
Date	Achievement/Award		
GENERAL			
	YES	NO	
Are you a citizen of the United States? (If no, give country of which you are a citizen.) _____	G	G	
Within the last five years have you been fired from a job for any reason? (If yes, attach separate page providing details.)	G	G	
Have you ever been charged with or convicted of any misdemeanor or felony offense? If yes, attach separate page providing details, including date of arrest/conviction, offense, city and state, and disposition. (You may omit minor traffic violations (if fined less than \$150) unless the violation was alcohol or drug related.)	G	G	
While in military service, were you subject to any court martial or other disciplinary proceedings under the Uniform code of Military Justice (include non-judicial proceedings, "Article 15's," "Captain's Mast," etc.)? (If yes, attach separate page providing details as described in previous question.)	G	G	
Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (If yes, attach separate page providing details.)	G	G	
Do you receive, or do you have pending, an application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service? (If yes, please attach separate page providing details.)	G	G	

<p>In one paragraph of not more than 200 words, tell us why we should extend you an interview for this position. (If additional room is needed, please attach separate page.)</p>

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There is no handwriting or other markings on the paper.

REFERENCES

List three (3) individuals (other than relatives) who are familiar with your work performance, character and/or reputation in the community.

NAME

ADDRESS

PHONE

()

()

()

gg CERTIFICATION gg

I hereby certify that the foregoing information is true and correct to the best of my knowledge and ability. I understand that termination could result if any of the foregoing information was knowingly falsified.

(Signature)

An Equal Employment Opportunity Employer

MAIL TO: United States Probation Office
Attn: CIC West
2330 Broad Street
Durham, NC 27704

Relocation expenses are the responsibility of the individual selected to fill the position. The individual selected must reside within fifty miles of their assigned duty station.

Please check all locations for which you would like to be considered:

- ☐ Greensboro, NC
- ☐ Winston-Salem, NC
- ☐ Durham, NC
- ☐ Salisbury, NC
- ☐ Rockingham, NC